7. Key Operator Settings

Function List

Here is a list of the functions that are available for setting. Please refer to the reference page numbers for more information.

Display (Specs.)	Description	Reference
1. ADF Counter Reset	Allows you to clear the counter after replacing the ADF Maintenance Kit.	p.69 “Resetting the ADF Counter”
2. Authorized RX	Allows you to limit receiving of fax messages to specified senders that your register on your fax machine. All fax messages other than specified senders are not received, thus preventing you from receiving junk fax messages.	p.70 “Authorized Reception”
3. Memory Lock	Allows you to have messages from specified senders stored in memory and not printed as soon as they are received. To print the fax messages, you must enter an ID.	p.72 “Memory Lock”
4. Specified Tray	Allows you to have messages from specified senders printed from a different tray. This item is available only after the optional Second Paper Cassette has been installed.	p.74 “Specified Tray”
5. Forwarding	Allows you to automatically forward fax messages to the fax machines of specified senders.	p.76 “Forwarding”
6. Energy Save Timer	Allows you to have the fax switch off and on at specified times to save energy.	p.83 “Energy Save Timer”
7. User Parameters	Allows you to customize various default settings as required.	p.85 “User Parameters”
8. Personal Code	Allows you to set up personal codes for using the Restricted Access. Before using the fax machine, users must enter the Personal Code. This allows you to limit transmission to specified senders.	p.91 “Personal Codes”
9. ID Code	Allows you to register IDs required for various types of transmissions.	p.94 “ID Code”
10. Line Type	Allows you to match the fax machine to the type of line you use: a tone line or a pulse line.	p.96 “Line Type”

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Display (Specs.)	Description	Reference
11. Select Line	Allows you to select an internal G3 communication line or external telephone line for your fax machine.	p.96 “Select Line”
12. PSTN Access No.	Allows you to specify the code used to access an outside line when dialing.	p.97 “PSTN Access Number”
13. Mem. File Trans.	Allows you to send all messages stored in memory to another fax machine and print them out there, for example, when your fax machine runs out of toner.	p.98 “Memory File Transfer”
14. Margin Adjust	Allows you to adjust paper settings when you receive fax messages that are blank or partially missing.	p.99 “Margin Adjust”
15. RDS On/Off	Allows you to switch on RDS (Remote Diagnostic System) so a service representative can test your fax machine remotely from a service station, diagnose the problem, and can change your machine settings to correct the problem.	p.100 “RDS (Remote Diagnostic System)”

Copy this table and use it as a quick reference.

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Using Key Operator Settings

This chapter explains about functions the key operator handles.

Resetting the ADF Counter

You need to replace the ADF Maintenance Kit when you are prompted to do so by "Change ADF Maintenance Kit" message is displayed.

If you replace the ADF Maintenance Kit when this message is displayed, you do not need to reset the counter. However, if you replace the ADF Maintenance Kit when this message is not displayed, you must follow the procedure below to reset the counter.

Reference

See p.113 "Replacing the ADF Maintenance Kit".

1. **Press the [User Tools] key.**

```
User Tools:
1.Counter                    ◆▶
```

2. **Press ◁ or ▷ until " 2. Fax Features " is displayed.**

```
User Tools:
2.Fax Features               ◆▶
```

3. **Press the [OK] key.**

4. **Press ◁ or ▷ until " 4. Key Op. Tools " is displayed.**

```
Fax Features:
4.Key Op. Tools              ◆▶
```

5. **Press the [OK] key.**

6. **Press [2][2][2][2].**

```
Enter Key Op. Code
[****]                       /OK
```

7. **Press the [OK] key.**

8. **Confirm that "1. ADF Counter Reset " is displayed.**

```
Key Op. Tools:
1.ADF Counter Reset          ◆▶
```

9. **Press the [OK] key.**

10. **Press ◁ or ▷ to select "Reset".**

```
ADF Counter:                 ◆▶/OK
 [Reset]    NotReset
```

11. **Press the [OK] key.**

    The counters are cleared.

12. **Press the [User Tools] key.**

    The machine returns to standby display.

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Authorized Reception

You can block junk fax messages and save paper by limiting the fax messages that your fax machine receives to a list of specified senders. If you receive a fax message from someone who is not a specified sender, the line is disconnected immediately as soon as you receive the call.

- To use this function you must switch Authorized Reception on after you register the specified senders.
- You can select to receive fax messages only from Specified senders, or you can select to receive all messages from senders other than from specified senders. See p.85 “User Parameters” (switch 08, bits 3 and 2).
- In order for this feature to operate correctly, at least one specified sender must be registered.

1 **Press the [User Tools] key.**

```
User Tools:
1.Counter                 ◆▶
```

2 **Press ◁ or ▷ until " 2. Fax Features " is displayed.**

```
User Tools:
2.Fax Features            ◆▶
```

3 **Press the [OK] key.**

4 **Press ◁ or ▷ until " 4. Key Op. Tools " is displayed.**

```
Fax Features:
4.Key Op. Tools           ◆▶
```

5 **Press the [OK] key.**

6 **Press [2][2][2][2].**

```
Enter Key Op. Code
[****]                    /OK
```

7 **Press the [OK] key.**

8 **Press ◁ or ▷ until "2. Authorized RX" is displayed.**

```
Key Op. Tools:
2.Authorized RX           ◆▶
```

9 **Press the [OK] key.**

```
Authorized RX:
1.On/Off                  ◆▶
```

10 **Follow the procedures below to switch Authorized Reception On/Off, register a Specified Sender, or print a list of Specified Senders.**

Switching Authorized Reception On/Off

❶ **Press the [OK] key.**

```
Authorized RX:          ◆▶/OK
  On   [Off]
```

❷ **Press ◁ or ▷ to select "On" or "Off".**

❸ **Press the [OK] key.**

Note

❒ If no specified senders are registered when you select “On”, you will be prompted to register a specified sender. Press the [OK] key and follow the procedure (steps ❸ to ❻) for "Registering a Specified Sender for Authorized Reception" below.

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Registering a Specified Sender for Authorized Reception

Follow this procedure to register specified senders for Authorized Reception. Registration uses the other party's Own Name (for display) or fax number. If the other party is using a fax machine of the same manufacturer, then registration uses the Own Name of the other party registered on their fax machine. If the other fax machine is of a different manufacturer, then registration uses the other party's fax number.

Limitation

❒ Destinations that you select as specified senders must have their names and fax numbers registered on your fax machine.

Note

❒ You can register up to a total of 30 specified senders for Authorized Reception, Memory Lock, Specified Tray, and Memory File Transfer.

❒ A specified sender name can be up to 20 characters long.

❒ You can confirm the names and fax numbers of Specified Senders by name in the printed Journal.

❒ You can also confirm Specified Senders by printing a Specified Sender list.

❒ In order to change a Specified Sender entry, you must first delete the entry, and then re-enter it.

❶ Press ◁ or ▷ until "2. Program Sender" is displayed.

```
Authorized RX:
2.Program Sender      ◆▶
```

❷ Press the [OK] key.

❸ Enter the name for the specified sender.

Enter the other party's name or fax number.

```
Name/No.:[ABC]        /OK
[ABC COMPANY■■■■■■■■]
```

Reference

For details about how to enter names, see p.67 "Entering Characters", *<Basic Features>*.

❹ Press the [OK] key.

❺ If you want to specify a wildcard, press the ◁ or ▷ key to select "Yes", or select "No".

```
Store as Wildcard?
 [Yes]   No
```

Reference

See p.68 "Wild Cards", *<Basic Features>*.

❻ Press the [OK] key.

The specified sender is registered.

If you want to register another specified sender, repeat from step ❷.

Deleting a Specified Sender for Authorized Reception

Follow this procedure to delete a Specified Sender.

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❶ **Press ◁ or ▷ to select "3. Delete Sender".**

```
Authorized RX:
3.Delete Sender      ◆▶
```

❷ **Press the [OK] key.**

❸ **Press the ◁ or ▷ key to select the name of the Specified Sender that you want to delete.**

```
Delete?          ◆▶/OK
ABC COMPANY
```

❹ **Press the [OK] key.**

The Specified Sender is deleted.

If you want to delete more Specified Senders, repeat the above steps from step ❷.

Printing a List of Specified Senders for Authorized Reception

Follow this procedure to print a list so you can confirm the currently registered specified senders.

❶ **Press ◁ or ▷ to display " 4. Print Sender List ".**

```
Authorized RX:
4.Print Sender List  ◆▶
```

❷ **Press the [OK] key.**

❸ **Press the [Start] key. The list prints.**

Note

❒ All the Specified Senders registered for Authorized Reception, Memory Lock, Specified Tray, and Memory File Transfer are printed in the same list.

⓫ **Press the [User Tools] key.**

The fax machine returns to standby display.

Memory Lock

This is a security function to prevent unauthorized individuals from reading printed fax messages. When Memory Lock is switched on, all received messages are stored in memory and are not automatically printed. To print the messages, you have to enter the Memory Lock ID.

Limitation

❒ Memory Lock cannot be selected until you have registered the Memory Lock ID.

❒ To use this function you must switch Memory Lock on after you register the Memory Lock ID.

Note

❒ Before you can use this function, you must register the Memory Lock ID. See p.94 "ID Code"

❒ You can select to lock only messages from specified senders, or you can select to lock messages from senders other than from specified senders. See p.85 "User Parameters" (switch 09, bits 1 and 0).

❶ **Press the [User Tools] key.**

```
User Tools:
1.Counter            ◆▶
```

❷ **Press ◁ or ▷ until " 2. Fax Features " is displayed.**

```
User Tools:
2.Fax Features       ◆▶
```

❸ **Press the [OK] key.**

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4 **Press ◁ or ▷ until " 4. Key Op. Tools " is displayed.**

```
Fax Features:
4.Key Op. Tools      ◆▶
```

5 **Press the [OK] key.**

6 **Press [2][2][2][2].**

```
Enter Key Op. Code
[****]              /OK
```

7 **Press the [OK] key.**

8 **Press ◁ or ▷ until " 3. Memory Lock " is displayed.**

```
Key Op. Tools:
3.Memory Lock        ◆▶
```

9 **Press the [OK] key.**

```
Memory Lock:
1.On/Off             ◆▶
```

10 **Follow the procedures below to switch Memory Lock On/Off, register a Specified Sender, delete a Specified Sender, or print a list of Specified Senders.**

Switching Memory Lock On/Off

❶ **Press the [OK] key.**

```
Memory Lock:        ◆▶/OK
  On    [Off]
```

❷ **Press ◁ or ▷ to "On" to switch this function on, or select "Off" to switch this function off.**

```
Memory Lock:        ◆▶/OK
 [On]    Off
```

❸ **Press the [OK] key.**

Registering a Specified Sender for Memory Lock

You can register Specified Senders for this function.

❶ **Press ◁ or ▷ to display " 2. Program Sender ".**

```
Memory Lock:
2.Program Sender     ◆▶
```

❷ **Press the [OK] key.**

❸ **Enter "Own Name" or "Own Fax Number" for the Specified Sender.**

Enter the other party's "Own Name" or "Own Fax Number"

```
Name/No.:[ABC]      /OK
[ABC COMPANY■■■■■■■■]
```

❹ **Press the [OK] key.**

```
Store as Wildcard?
 [Yes]    No
```

❺ **If you want to specify a wild card, press ◁ or ▷ key to select "Yes".**

❻ **Press the [OK] key.**

The Specified Sender is registered.

If you want to register another Specified Sender, repeat from step ❷.

Deleting a Specified Sender for Memory Lock

You can delete Specified Senders for this function.

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❶ **Press ◁ or ▷ to select " 3. Delete Sender ".**

```
Memory Lock:
3.Delete Sender      ◆▶
```

❷ **Press the 【OK】 key.**

❸ **Press ◁ or ▷ to select the name of the Specified Sender that you want to delete.**

```
Delete?              ◆▶/OK
ABC COMPANY
```

❹ **Press the 【OK】 key.**

The Specified Sender is deleted.

If you want to delete more Specified Senders, repeat from step ❷.

Printing a List of Specified Senders for Memory Lock

You can print a list of Specified Senders for Memory Lock.

❶ **Press ◁ or ▷ to display " 4. Print Sender List ".**

```
Memory Lock:
4.Print Sender List  ◆▶
```

❷ **Press the 【OK】 key.**

❸ **Press the 【Start】 key. The list prints.**

11 **Press the 【User Tools】 key to return to the standby display.**

Specified Tray

Use this function to have messages from specified senders printed on different paper. For example, imagine green paper placed in the main paper tray, and white paper placed in the optional paper tray unit. By choosing to have fax messages from specified senders printed on green paper and all others printed on white paper, you can distinguish between them at a glance.

Limitation

❒ This item is available only after the optional paper tray unit has been installed.

Note

❒ To use this function you must switch Specified Tray on after you register the specified senders.

❒ You can select to print fax messages from specified senders on the paper loaded in the main paper tray or you can select to print fax message from non-specified senders on the paper loaded in the main paper tray. See p.85 “User Parameters” (switch 08, bits 5 and 4).

❒ Make sure that you place the same size paper in the main paper tray and the optional Second Tray. If you do not place the same size paper for both paper supplies, the received messages will be stored in memory.

1 **Press the 【User Tools】 key.**

```
User Tools:
1.Counter            ◆▶
```

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2 **Press ◁ or ▷ until " 2. Fax Features " is displayed.**

```
User Tools:
2.Fax Features      ◆▶
```

3 **Press the [OK] key.**

4 **Press ◁ or ▷ until " 4. Key Op. Tools " is displayed.**

```
Fax Features:
4.Key Op. Tools     ◆▶
```

5 **Press the [OK] key.**

6 **Press [2][2][2][2].**

```
Enter Key Op. Code
[****]              /OK
```

7 **Press the [OK] key.**

8 **Press ◁ or ▷ until " 4. Specified Tray " is displayed.**

```
Key Op. Tools:
4.Specified Tray    ◆▶
```

9 **Press the [OK] key.**

```
Specified Tray:
1.On/Off            ◆▶
```

10 **Follow the procedures below to switch Specified Cassette On/Off, register a Specified Sender, delete a Specified Sender, or print a list of Specified Senders.**

Switching Specified Tray On/Off

❶ **Press the [OK] key.**

❷ **Press ◁ or ▷ to select "On" to switch this feature on, or select "Off" to switch this feature off.**

```
Specified Tray:  ◆▶/OK
 [On]   Off
```

❸ **Press the [OK] key.**

Registering a Specified Sender for Specified Tray

You can register Specified Senders for this function.

❶ **Press ◁ or ▷ until "2. Program Sender" is displayed.**

```
Specified Tray:
2.Program Sender    ◆▶
```

❷ **Press the [OK] key.**

❸ **Enter the name for the specified sender.**

Enter the other party's name or fax number.

```
Name/No.:[ABC]      /OK
[ABC COMPANY■■■■■■■■]
```

Reference

For details about how to enter names, see p.67 "Entering Characters", <*Basic Features*>.

❹ **Press the [OK] key.**

❺ **If you want to specify a wildcard, press the ◁ or ▷ key to select "Yes", or select "No".**

```
Store as Wildcard?
 [Yes]   No
```

Reference

See p.68 "Wild Cards", <*Basic Features*>.

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❻ **Press the [OK] key.**

The specified sender is registered.

If you want to register another specified sender, repeat from step ❷.

Deleting a Specified Sender for Specified Tray

You can delete Specified Senders for this function.

❶ **Press ◁ or ▷ to select "3. Delete Sender".**

❷ **Press the [OK] key.**

❸ **Press the ◁ or ▷ key to select the name of the Specified Sender that you want to delete.**

❹ **Press the [OK] key.**

The Specified Sender is deleted.

If you want to delete more Specified Senders, repeat the above steps from step ❷.

Printing a List of Specified Senders for Specified Tray

You can print a list of Specified Senders for Specified Tray.

❶ **Press ◁ or ▷ to display "4. Print Sender List".**

❷ **Press the [OK] key.**

❸ **Press the [Start] key. The list prints.**

Note

❒ All the Specified Senders registered for Authorized Reception, Memory Lock, Specified Tray, and Memory File Transfer are printed in the same list.

⓫ **Press the [User Tools] key.**

The fax machine returns to standby.

Forwarding

Use this function to print fax specified from Specified Senders on your own machine and then forward the messages to other fax machines. This is useful, for example, if you are visiting another office and would like copies of your messages from the head office forwarded to you so you can read them.

In this section, the machines that messages are forwarded to are referred to as Forwarding Stations. The locations from which you would like messages forwarded from are referred to as Specified Senders.

You can register:

- 30 Forwarding Stations
- 30 Specified Senders (maximum 10 per Forwarding Station, up to 20 characters each)
- Wild Cards

Important

❒ We recommend that you print the Forwarding/Sender list and keep it when you register or change a receiver or sender.

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Limitation

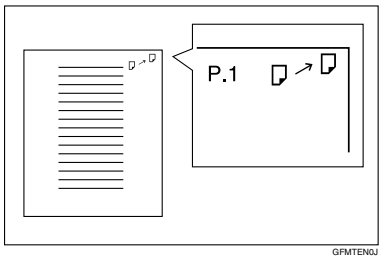
- ❒ The Forwarding function does not forward messages received with Polling Reception mode.
- ❒ You cannot register a sender who does not have an Own Name or Own Fax Number.

Note

- ❒ You can register up to 30 senders for the Forwarding function. You sometimes cannot register 30 senders depending on the number of senders registered with other functions.
- ❒ To register a sender, use an Own Name or Own Fax Number.
- ❒ You can find out the Own Name or Own Fax Number of a sender by looking in the destination name column of the Journal.

Forwarding Mark

You can print a forwarding mark on forwarded messages. See p.85 "User Parameters" (Switch02, Bit0).



Switching Forwarding On/Off

1 **Press the [User Tools] key.**

```
User Tools:
1.Counter
```

2 **Press ◁ or ▷ until " 2. Fax Features " is displayed.**

```
User Tools:
2.Fax Features
```

3 **Press the [OK] key.**

4 **Press ◁ or ▷ until " 4. Key Op. Tools " is displayed.**

```
Fax Features:
4.Key Op. Tools
```

5 **Press the [OK] key.**

6 **Press [2][2][2][2].**

```
Enter Key Op. Code
[****]          /OK
```

7 **Press the [OK] key.**

8 **Press ◁ or ▷ until " 5. Forwarding " is displayed.**

```
Key Op. Tools:
5.Forwarding
```

9 **Press the [OK] key.**

Confirm that " 1. On/Off " is displayed.

```
Forwarding:
1.On/Off
```

10 **Press the [OK] key.**

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11 **Press ◁ or ▷ to "On" to switch this function on, or select "Off" to switch this function off.**

```
Forwarding:          ◆◆/OK
 [On]   Off
```

12 **Press the [OK] key.**

Note

❒ If you select "On" and no forwarding station is registered, "Press OK to Program Forwarding Station" is displayed. Press the [OK] key, and then register a forwarding station by following steps 12 to 18 on p.78 "Registering Forwarding Stations".

13 **Press the [User Tools] key to return to the standby display.**

Registering Forwarding Stations

You can register a Forwarding Station as follows.

1 **Press the [User Tools] key.**

```
User Tools:
1.Counter                ◆◆
```

2 **Press ◁ or ▷ until " 2. Fax Features " is displayed.**

```
User Tools:
2.Fax Features           ◆◆
```

3 **Press the [OK] key.**

4 **Press ◁ or ▷ until " 4. Key Op. Tools " is displayed.**

```
Fax Features:
4.Key Op. Tools          ◆◆
```

5 **Press the [OK] key.**

6 **Press [2][2][2][2].**

```
Enter Key Op. Code
[****]                   /OK
```

7 **Press the [OK] key.**

8 **Press ◁ or ▷ until " 5. Forwarding " is displayed.**

```
Key Op. Tools:
5.Forwarding             ◆◆
```

9 **Press the [OK] key.**

10 **Press ◁ or ▷ until " 2. Prog. Station " is displayed.**

```
Forwarding:
2.Prog. Station          ◆◆
```

11 **Press the [OK] key.**

12 **Press ◁ or ▷ to display the number of the forwarding station you want to register.**

```
Program?             ◆◆/OK
1:
```

If a forwarding station is already registered, the fax number for that station is displayed.

13 **Press the [OK] key.**

14 **Enter the other party's fax number with the number keys.**

```
Station  1:    Press OK
☎1234567890■■■■■■■■■■
```

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15 **Press the [OK] key.**

The Forwarding Station's fax number is registered.

```
Sender Setting:
1.Program Sender
```

16 **Press the [OK] key.**

```
Name/No.:[ABC]
[                    ]
```

17 **Enter the other party's name.**

```
Name/No.:[ABC]      /OK
[ABC COMPANY         ]
```

18 **Press the [OK] key.**

19 **If you want to register the Specified Sender as a Wildcard, press ◀ or ▶ to select " Yes ".**

```
Store as Wildcard?
 [Yes]   No
```

20 **Press the [OK] key.**

To register another Specified Sender, repeat the above steps from step 16.

To register a different Forwarding Station, press the [Cancel] key and repeat the above steps from step 11.

Note

- ❒ Names for Specified Senders can be up to 24 characters long.
- ❒ You can confirm the names and fax numbers of Specified Senders on the Journal.
- ❒ You can confirm registered Specified Senders using the Specified Sender list.

21 **Press the [User Tools] key to return to the standby display.**

Editing a Forwarding Station

To edit a Forwarding Station that is already registered, perform the following procedure.

1 **Press the [User Tools] key.**

```
User Tools:
1.Counter
```

2 **Press ◀ or ▶ until " 2. Fax Features " is displayed.**

```
User Tools:
2.Fax Features
```

3 **Press the [OK] key.**

4 **Press ◀ or ▶ until " 4. Key Op. Tools " is displayed.**

```
Fax Features:
4.Key Op. Tools
```

5 **Press the [OK] key.**

6 **Press [2][2][2][2].**

```
Enter Key Op. Code
[****]              /OK
```

7 **Press the [OK] key.**

8 **Press ◀ or ▶ until " 5. Forwarding " is displayed.**

```
Key Op. Tools:
5.Forwarding
```

9 **Press the [OK] key.**

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10 **Press ◁ or ▷ until " 2. Prog. Station " is displayed.**

```
Forwarding:
2.Prog. Station      ◆▶
```

11 **Press the 【OK】 key.**

12 **Press ◁ or ▷ to display the fax number of the Forwarding Station you want to edit.**

```
Program?          ◆▶/OK
1:1234567890
```

13 **Press the 【OK】 key.**

14 **Press the 【Clear/Stop】 key, and then enter the Forwarding Station's correct fax number.**

```
Station 1:   Press OK
☎9876543210▮▮▮▮▮▮▮▮▮▮
```

15 **Press the 【OK】 key.**

The fax number is registered.

If you want to edit another Forwarding Station, press the 【Cancel】 key and repeat the above steps from step 11.

16 **Press the 【User Tools】 key to return to the standby display.**

Editing a Specified Sender

To edit a Specified Sender, delete the Specified Sender you want to edit (See p.81 "Deleting a Specified Sender"), and then register it as a new Specified Sender. (See p.78 "Registering Forwarding Stations").

Deleting a Forwarding Station

To delete a Forwarding Station, perform the following procedure.

1 **Press the 【User Tools】 key.**

```
User Tools:
1.Counter            ◆▶
```

2 **Press ◁ or ▷ until " 2. Fax Features " is displayed.**

```
User Tools:
2.Fax Features       ◆▶
```

3 **Press the 【OK】 key.**

4 **Press ◁ or ▷ until " 4. Key Op. Tools " is displayed.**

```
Fax Features:
4.Key Op. Tools      ◆▶
```

5 **Press the 【OK】 key.**

6 **Press 【2】【2】【2】【2】.**

```
Enter Key Op. Code
[****]               /OK
```

7 **Press the 【OK】 key.**

8 **Press ◁ or ▷ until " 5. Forwarding " is displayed.**

```
Key Op. Tools:
5.Forwarding         ◆▶
```

9 **Press the 【OK】 key.**

10 **Press ◁ or ▷ until " 3. Delete Station " is displayed.**

```
Forwarding:
3.Delete Station     ◆▶
```

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11 **Press the [OK] key.**

12 **Press ◁ or ▷ to display the fax number of the Forwarding Station you want to delete.**

```
Delete?          ◆▶/OK
1:9876543210
```

13 **Press the [OK] key.**

The Forwarding Station is deleted.

If you want to delete another Forwarding Station, repeat the procedure from step 11.

14 **Press the [User Tools] key to return to the standby display.**

Deleting a Specified Sender

To delete a Specified Sender, perform the following procedure.

1 **Press the [User Tools] key.**

```
User Tools:
1.Counter        ◆▶
```

2 **Press ◁ or ▷ until " 2. Fax Features " is displayed.**

```
User Tools:
2.Fax Features   ◆▶
```

3 **Press the [OK] key.**

4 **Press ◁ or ▷ until " 4. Key Op. Tools " is displayed.**

```
Fax Features:
4.Key Op. Tools  ◆▶
```

5 **Press the [OK] key.**

6 **Press [2][2][2][2].**

```
Enter Key Op. Code
[****]           /OK
```

7 **Press the [OK] key.**

8 **Press ◁ or ▷ until " 5. Forwarding " is displayed.**

```
Key Op. Tools:
5.Forwarding     ◆▶
```

9 **Press the [OK] key.**

10 **Press ◁ or ▷ until " 2. Prog. Station " is displayed.**

```
Forwarding:
2.Prog. Station  ◆▶
```

11 **Press the [OK] key.**

12 **Press ◁ or ▷ to display the fax number of the Forwarding Station that contains the Specified Sender you want to delete.**

```
Program?         ◆▶/OK
1:1234567890
```

13 **Press the [OK] key.**

14 **Press the [OK] key.**

15 **Press ◁ or ▷ until " 2. Delete Sender " is displayed.**

```
Sender Setting:
2.Delete Sender  ◆▶
```

16 **Press the [OK] key.**

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17 **Use ◁ or ▷ to display the Specified Sender you want to delete.**

```
Delete?          ◆▶/OK
ABC COMPANY
```

18 **Press the [OK] key.**

The Specified Sender is deleted.

If you want to delete another Specified Sender, repeat the above steps from step 16.

19 **Press the [User Tools] key to return to the standby display.**

Printing the Specified Sender list

You can check which Specified Senders are registered for a Forwarding Address.

Follow the steps below to print this list.

1 **Press the [User Tools] key.**

```
User Tools:
1.Counter        ◆▶
```

2 **Press ◁ or ▷ until " 2. Fax Features " is displayed.**

```
User Tools:
2.Fax Features   ◆▶
```

3 **Press the [OK] key.**

4 **Press ◁ or ▷ until " 4. Key Op. Tools " is displayed.**

```
Fax Features:
4.Key Op. Tools  ◆▶
```

5 **Press the [OK] key.**

6 **Press [2][2][2][2].**

```
Enter Key Op. Code
[****]           /OK
```

7 **Press the [OK] key.**

8 **Press ◁ or ▷ until " 5. Forwarding " is displayed.**

```
Key Op. Tools:
5.Forwarding     ◆▶
```

9 **Press the [OK] key.**

10 **Press ◁ or ▷ until " 4. Print Sender List " is displayed.**

```
Forwarding:
4.Print Sender List ◆▶
```

11 **Press the [OK] key.**

12 **Press the [Start] key.**

The list is printed.

13 **Press the [User Tools] key to return to the standby display.**

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Energy Save Timer

Use this function to have the fax machine turn its heater on and off automatically at specified times. For example, by having the heater turned off during the evening, on weekends, and during long holidays, you can reduce power costs.

Note

- ❒ You can set the timer switch on and off twice daily over a 1-week period.
- ❒ When the heater is off, incoming faxes are received in memory with Substitute Reception and printed when the heater is switched on.
- ❒ To use this function you must switch Energy Save Timer on after you specify times for the fax machine to automatically switch on and off. By default, Energy Save Timer is switched off.

1 **Press the [User Tools] key.**

```
User Tools:
1.Counter                    ◆▶
```

2 **Press ◁ or ▷ until " 2. Fax Features " is displayed.**

```
User Tools:
2.Fax Features               ◆▶
```

3 **Press the [OK] key.**

4 **Press ◁ or ▷ until " 4. Key Op. Tools " is displayed.**

```
Fax Features:
4.Key Op. Tools              ◆▶
```

5 **Press the [OK] key.**

6 **Press [2][2][2][2].**

```
Enter Key Op. Code
[****]                       /OK
```

7 **Press the [OK] key.**

8 **Press ◁ or ▷ until " 6. Energy Save Timer " is displayed.**

```
Key Op. Tools:
6.EnergySave Timer           ◆▶
```

9 **Press the [OK] key.**

```
Energy Save Timer:
1.On/Off                     ◆▶
```

10 **Perform the settings below to switch the timer On/Off, and program the timers.**

Switching the Energy Save Timer On/Off

❶ **Press the [OK] key.**

❷ **Press ◁ or ▷ to select "On" to switch this feature on, or select "Off" to switch this feature off.**

```
EnergySaveTimer              ◆▶/OK
 [On]    Off
```

❸ **Press the [OK] key.**

Programming the Energy Save Timer

❶ **Press the ◁ or ▷ key to select "2. Date/Time Set".**

```
Energy Save Timer:
2.Date/Time Set              ◆▶
```

❷ **Press the [OK] key.**

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❸ **Press ◁ or ▷ to select the day of the week.**

❹ **Press the [OK] key.**

❺ **Press ◁ or ▷ to select "AM" or "PM".**

```
Sun. Set 1:   Press OK
Time [AM]  PM
```

❻ **Press the [OK] key.**

❼ **Use the number keys to enter the first time for the first On/Off switching.**

Enter the time in the 24-hour (1~12) and the minute setting (00~59).

```
Sun. Set 1:   Press OK
Time [ 9:30] AM
```

Note

❒ If you make a mistake, press the [Clear/Stop] key and enter the number again.

❽ **Press the [OK] key.**

❾ **Use the ◁ or ▷" key to select "On" or "Off".**

```
Sun. Set 1:      ◆▶/OK
 [On] Off
```

❿ **Press the [OK] key.**

⓫ **Now, repeat steps ❺ to ❿ to program the time for the second switching.**

If you register only one setting, repeat the procedure with the same settings.

⓬ **If you want to set switches for another day of the week, repeat from step ❸.**

⓫ **Press the [User Tools] key.**

The fax machine returns to standby display.

Note

❒ When the heater is powered off, the display is blank. When the fax machine heater is switched off with the Energy Save Timer, you can restore the fax machine to normal operation temporarily by pressing the [Energy Saver/Clear Modes] key so fax messages in the memory can print. If the fax machine remains idle for more than 5 minutes, the fax machine will once again switch off the heater automatically.

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User Parameters

The User Parameters allows you to customize various settings to match your needs.

To change the function settings, set the user parameter switches.

Preparation

Access to some User Parameter Settings requires installation of optional equipment or that other settings be made beforehand.

❖ Switches and Bits

User Parameters are divided into switches and each switch is divided into eight bits. The right most bit is bit 0 and the left most is bit 7.

Bit Number	7	6	5	4	3	2	1	0
Bit Value	↓	↓	↓	↓	↓	↓	↓	↓
	0	1	0	0	0	0	0	0

The User Parameter switches are outlined below.

Switch	Bit	Item	1	0
00	5,4	5, 4: Default resolution when you send a message. RESOLUTION 00: Standard 01: Detail 10: Fine 11: Auto		
	6	Default setting for transmission. TRANSMISSION MODE	Immediate	Memory
	7	Home position for the Original Type. HALFTONE	Photo	Text
01	7	Return the machine to the default settings after each communication (Return to default after transmission)	On	Off

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Switch	Bit	Item	1	0
02	0	Default setting for printing the Forwarding Mark. FORWARDING MARK	On	Off
	1	Default setting for the Center Mark. CENTER MARK	On	Off
	2	Default setting for printing the Reception Time. RECEPTION TIME	On	Off
	3	Print Sender Information (TSI Print)	On	Off
	4	Default setting for the Checkered Mark. CHECKERED MARK	On	Off
03	0	Automatic printing of the Communication Result Report (Memory TX)	On	Off
	2	Automatic printing of the File Reserve Report (Memory TX)	On	Off
	3	Automatic printing of the File Reserve Report (Polling RX)	On	Off
	4	Automatic printing of the Communication Result Report (Polling RX)	On	Off
	5	Automatic printing of the Transmission Result Report (Immediate TX)	On	Off
	7	Automatic printing of the Journal	On	Off
04	0	Print the Confidential File Reports.	On	Off
	7	Include a portion of the image on the Communication Result Report, File Reserve Report, Communication Failure Report.	On	Off

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Switch	Bit	Item	1	0
05	0	Store incoming faxes when machine is out of supplies. SUBSTITUTE RECEPTION	On	Off
	1	Default setting for Substitute Reception. CONDITIONS OF MEMORY RECEPTION	Reject (If no name or fax number is received)	Accept (Free)
	4	Restricts fax machine usage to specific users. RESTRICTED ACCESS	On	Off
	6	Default setting for the Energy Saving function ENERGY SAVER	Fax Standby (Heater half-cool)	Energy Saving Standby (Heater Off)
06	0	Default setting for a header with each page. FAX HEADER PRINT	On	Off
	2	Default setting for Closed Network Transmission- CLOSED NETWORK TRANSMISSION	On	Off
	4	Default setting for Batch Transmission. BATCH TRANSMISSION	On	Off
07	2	Parallel Memory Transmission	On	Off
	4	Assign the Tone key as the [✱] key on the operation panel. TONE SWITCH BY ASTERISK KEY	On	Off

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Switch	Bit	Item	1	0
08	3,2	Authorized Reception	00: Off 01: Received messages only from senders whose Own Name/Own Fax Number are registered 11: Received messages only from senders whose Own Name/ Own Fax Number are not registered	
	5, 4	Specified Tray Selection	00: Off 01: Messages from senders whose Own Name/Own Fax Number are registered are printed from the main paper tray. 11: Messages from senders whose Own Name/Own Fax Number are not registered are printed from the main paper tray.	
	6	Forwarding	On	Off
	7	Forwarding 0: Forward messages from Specified Senders only. 1: Forward messages from non-Specified Senders only.		
09	0	Memory Lock	On	Off
	1	Memory Lock 0: Messages from Specified Senders are not printed unless you enter the Memory Lock ID. 1: Messages from non-Specified Senders are not printed unless you enter the Memory Lock ID.		
	6	ADD DESTINATIONS WITH A SERIES OF QUICK DIALS	On	Off
10	5	Selection of purpose for bypass tray.	Only for optional Printer	All
	7	Selection of a method for halftone mode. HALFTONE METHOD	Speed method	Standard method
11	2	Blank sheet transmissions are detected. DETECTION OF BLANK SHEET TRANSMISSION	On	Off
	6	Print the received message when acting as a Forwarding Station PRINT MEMORY TRANSFER FILES	On	Off

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Switch	Bit	Item	1	0
12	1	Distinctive Ring	On	Off
	2	Toner Saving Mode	On	Off
	7	Copy Mode	Not Possible	Possible
13	0	Use the G3 line as an internal extension, or an outside line. PABX/PSTN 1: PABX 0: PSTN		
19	7,6,5	Set the tray which is selected first when copying. 001: Tray1 010: Tray2 111: Bypass Tray		
20	4	Correct the black line made when scanning originals.	On	Off
	7	Show warning when scanner is found dirty	On	Off

Changing the User Parameters

We recommend that you print the User Parameter list and keep it when you register or change a user parameter. See p.90 “Printing the User Parameter List”.

Do not change any bit switches other than those shown on the previous pages.

1 **Press the [User Tools] key.**

```
User Tools:
1.Counter          ◆▶
```

2 **Press ◁ or ▷ until " 2. Fax Features " is displayed.**

```
User Tools:
2.Fax Features     ◆▶
```

3 **Press the [OK] key.**

4 **Press ◁ or ▷ until " 4. Key Op. Tools " is displayed.**

```
Fax Features:
4.Key Op. Tools    ◆▶
```

5 **Press the [OK] key.**

6 **Press [2][2][2][2].**

```
Enter Key Op. Code
[****]             /OK
```

7 **Press the [OK] key.**

8 **Press ◁ or ▷ until " 7. User Parameters " is displayed.**

```
Key Op. Tools:
7.User Parameters  ◆▶
```

9 **Press the [OK] key.**

```
User Parameters:
1.Change           ◆▶
```

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10 **Press the [OK] key.**

```
Refer Op. Manual:
Switch 00 :0000 0110
```

For a list of the switches and settings, see p.85 “User Parameters”.

Use the User Parameters table to look up the number of the switch that you want to change, and then press the ◁ or ▷ key to display the number of the switch.

The bits are numbered 7~0. To change a setting, press the corresponding number key to toggle the setting between "0" and "1"

Key to Press	7	6	5	4	3	2	1	0
SW 00:	1	0	0	0	0	1	1	0

For example, if you want to change the setting at bit 7, press the 7 number key to toggle the setting between "1" and "0".

11 **When you are finished making adjustments, press the [OK] key.**

```
User Parameters:
1.Change                 ◆▶
```

12 **Press the [User Tools] key to return to the standby display.**

Printing the User Parameter List

Print this list to see the current User Parameter settings.

1 **Press the [User Tools] key.**

```
User Tools:
1.Counter                ◆▶
```

2 **Press ◁ or ▷ until " 4. Fax Features " is displayed.**

```
User Tools:
4.Fax Features           ◆▶
```

3 **Press the [OK] key.**

4 **Press ◁ or ▷ until " 4. Key Op. Tools " is displayed.**

```
Fax Features:
4.Key Op. Tools          ◆▶
```

5 **Press the [OK] key.**

6 **Press [2][2][2][2].**

```
Enter Key Op. Code
[****]                   /OK
```

7 **Press the [OK] key.**

8 **Press ◁ or ▷ until " 7. User Parameters " is displayed.**

```
Key Op. Tools:
7.User Parameters        ◆▶
```

9 **Press the [OK] key.**

```
User Parameters:
1.Change                 ◆▶
```

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10 **Press the ◁ or ▷ key until " 2. Print List " is displayed.**

11 **Press the [OK] key.**

12 **Press the [Start] key to print the list.**

Note

❒ If you press the [Cancel] key before printing starts, the list will not be printed and the display shown in step 10 appears again.

13 **Press the [User Tools] key to return to the standby display.**

Personal Codes

This function allows you to keep track of machine usage. When Personal Codes are programmed, users have to enter their Personal Code before they send a fax. This function is used for the Restricted Access. See p.94 "Restricted Access"

Important

❒ We recommend that you print the Personal Code List and keep it when you register or change a Personal Code. See p.93 "Printing the Personal Code List".

Note

❒ Personal Codes can be up to 8-digits long, and you can enter the following numbers and symbols : 0 to 9, #, ✱, and spaces.

❒ You can register up to 30 Personal Codes. Each Personal Code name can be up to 20 characters long.

Registering and Editing

1 **Press the [User Tools] key.**

2 **Press ◁ or ▷ until " 2. Fax Features " is displayed.**

3 **Press the [OK] key.**

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4 Press ◁ or ▷ until " 4. Key Op. Tools " is displayed.

```
Fax Features:
4.Key Op. Tools      ◆▶
```

5 Press the [OK] key.

6 Press [2][2][2][2].

```
Enter Key Op. Code
[****]              /OK
```

7 Press the [OK] key.

8 Press ◁ or ▷ until " 8. Personal Code " is displayed.

```
Key Op. Tools:
8.Personal Code      ◆▶
```

9 Press the [OK] key.

Confirm that " 1. Prog. Pers. Code " is displayed.

```
Personal Code:
1.Prog. Pers. Code   ◆▶
```

10 Press the [OK] key.

11 To register a new Personal Code , enter the Personal Code (8 digits or less) with the number keys. To edit a registered personal code, press ◁ or ▷ to display the desired Personal Code.

```
Enter Code to Prog.
[11111111]    Press OK
```

12 Press the [OK] key.

13 Enter the user name.

```
Name:[ABC]          /OK
[ABC COMPANY■■■■■■■■]
```

14 Press the [OK] key.

15 Press the [User Tools] key to return to the standby display.

Deleting

1 Press the [User Tools] key.

```
User Tools:
1.Counter            ◆▶
```

2 Press ◁ or ▷ until " 2. Fax Features " is displayed.

```
User Tools:
2.Fax Features       ◆▶
```

3 Press the [OK] key.

4 Press ◁ or ▷ until " 4. Key Op. Tools " is displayed.

```
Fax Features:
4.Key Op. Tools      ◆▶
```

5 Press the [OK] key.

6 Press [2][2][2][2].

```
Enter Key Op. Code
[****]              /OK
```

7 Press the [OK] key.

8 Press ◁ or ▷ until " 8. Personal Code " is displayed.

```
Key Op. Tools:
8.Personal Code      ◆▶
```

9 Press the [OK] key.

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10 **Press ◁ or ▷ until " 2. Delete " is displayed.**

```
Personal Code:
2.Delete                 ◆▶
```

11 **Press the [OK] key.**

12 **Press ◁ or ▷ to display the Personal Code you want to delete.**

```
Delete?                  ◆▶/OK
11111111:DEF COMPANY
```

13 **Press the [OK] key.**

The Personal Code is deleted.

If you want to delete another Personal Code, repeat the above steps from step 10.

14 **Press the [User Tools] key to return to the standby display.**

Printing the Personal Code List

Print this list to find out the registered Personal Codes and their names.

1 **Press the [User Tools] key.**

```
User Tools:
1.Counter                ◆▶
```

2 **Press ◁ or ▷ until " 2. Fax Features " is displayed.**

```
User Tools:
2.Fax Features           ◆▶
```

3 **Press the [OK] key.**

4 **Press ◁ or ▷ until " 4. Key Op. Tools " is displayed.**

```
Fax Features:
4.Key Op. Tools          ◆▶
```

5 **Press the [OK] key.**

6 **Press [2][2][2][2].**

```
Enter Key Op. Code
[****]                   /OK
```

7 **Press the [OK] key.**

8 **Press ◁ or ▷ until " 8. Personal Code " is displayed.**

```
Key Op. Tools:
8.Personal Code          ◆▶
```

9 **Press the [OK] key.**

10 **Press ◁ or ▷ until " 3. Print List " is displayed.**

```
Personal Code:
3.Print List             ◆▶
```

11 **Press the [OK] key.**

12 **Press the [Start] key.**

The list is printed.

13 **Press the [User Tools] key to return to the standby display.**

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Restricted Access

Use this function to limit transmission to specific users. When turned on, users must enter a previously assigned Personal Code in order to transmit originals.

The Restricted Access function makes it possible to monitor machine usage by user or department.

Preparation

In order to use this function, you need to register the Personal Code and turn this function on with the User Parameters beforehand. See p.91 "Registering and Editing". and p.85 "User Parameters" (Switch 05, Bit 4).

Note

❒ The machine returns to the state where a Personal Code must be entered to use the machine in the following situations:

- The machine is not used for a certain time
- A previously set original is removed
- The current operation is completed

❒ When Restricted Access is turned on, incoming faxes are received and printed as normal.

1 Check that the Restricted Access display is shown.

```
Pers. Code:
 [********]
```

2 Enter your personal code with the number keys.

```
Pers. Code:   Press OK
 [**********]
```

3 Press the [OK] key.

ID Code

Use this procedure to register the following kinds of ID Codes:

Important

❒ You can confirm ID Codes in the Parameter Settings list. We recommend you print a new list each time you register or change ID Codes.

❒ You can edit registered ID Codes by performing the steps for registering ID Codes in the following procedure. Display the ID Code you want to change, and then press the [Clear/Stop] key and re-enter the ID Code.

❖ **Polling ID**

This ID is required for using Default ID Polling Reception. See p.9 "Calling to Request a Message (Polling Reception)"

Note

❒ You can enter A to F by the Quick Dial keys.

❒ You can enter 0 to 9 by the number keys.

❒ 0000 and FFFF can not be entered.

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❖ **Confidential ID**
This ID is required for printing a message received with the Confidential Reception function. See p.16 "Printing a Confidential Fax Message"".

❖ **Memory Lock ID**
This ID is required for printing a message received using the Memory Lock function. See p.17 "Printing a Memory-locked Message".

Note

❒ You can enter 0 to 9 by the number keys.

❒ 0000 can not be entered.

Registering

To register ID Codes, perform the following procedure.

The following example is for Memory Lock ID.

1 **Press the [User Tools] key.**

```
User Tools:
1.Counter          ◆▶
```

2 **Press ◁ or ▷ until " 2. Fax Features " is displayed.**

```
User Tools:
2.Fax Features     ◆▶
```

3 **Press the [OK] key.**

4 **Press ◁ or ▷ until " 4. Key Op. Tools " is displayed.**

```
Fax Features:
4.Key Op. Tools    ◆▶
```

5 **Press the [OK] key.**

6 **Press [2][2][2][2].**

```
Enter Key Op. Code
[****]             /OK
```

7 **Press the [OK] key.**

8 **Press ◁ or ▷ until " 9. ID Code " is displayed.**

```
Key Op. Tools:
9.ID Code          ◆▶
```

9 **Press the [OK] key.**

10 **Press ◁ or ▷ until " 3. Memory Lock ID " is displayed.**

```
ID Code:
3.Memory Lock ID   ◆▶
```

11 **Press the [OK] key.**

12 **Enter the Memory Lock ID (4-digits) with the number keys.**

```
Memory Lock ID:    /OK
ID[1234]
```

If you make a mistake, press the [Clear/Stop] key and try again.

13 **Press the [OK] key.**

If you want to enter another item, repeat the above steps from step 11.

14 **Press the [User Tools] key to return to the standby display.**

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Line Type

You must match the fax machine to the type of line you use: a tone line or a pulse line. Then, you should connect the line to the machine.

Note

❒ This function is not available in some areas.

1. **Press the [User Tools] key.**

```
User Tools:
1.Counter                    ◆▶
```

2. **Press ◁ or ▷ until " 2. Fax Features " is displayed.**

```
User Tools:
2.Fax Features               ◆▶
```

3. **Press the [OK] key.**

4. **Press ◁ or ▷ until " 4. Key Op. Tools " is displayed.**

```
Fax Features:
4.Key Op. Tools              ◆▶
```

5. **Press the [OK] key.**

6. **Press [2][2][2][2].**

```
Enter Key Op. Code
[****]                       /OK
```

7. **Press the [OK] key.**

8. **Press ◁ or ▷ until "10. Line Type" is displayed.**

```
Key Op. Tools:
10.Line Type                 ◆▶
```

9. **Press the [OK] key.**

10. **Press ◁ or ▷ to set your machine for a tone dial line or a pulse dial line.**

```
Line Type:                   ◆▶/OK
  Pulse [Tone]
```

11. **Press the [OK] key.**

12. **Press the [User Tools] key to return to the standby display.**

Select Line

When your machine is connected through a PABX, change the Select Line setting to Extension. If it is connected directly to the telephone network, leave it set to Outside.

1. **Press the [User Tools] key.**

```
User Tools:
1.Counter                    ◆▶
```

2. **Press ◁ or ▷ until " 2. Fax Features " is displayed.**

```
User Tools:
2.Fax Features               ◆▶
```

3. **Press the [OK] key.**

4. **Press ◁ or ▷ until " 4. Key Op. Tools " is displayed.**

```
Fax Features:
4.Key Op. Tools              ◆▶
```

5. **Press the [OK] key.**

6. **Press [2][2][2][2].**

```
Enter Key Op. Code
[****]                       /OK
```

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7 **Press the [OK] key.**

8 **Press ◁ or ▷ until "11. Select Line" is displayed.**

```
Key Op. Tools:
11.Select Line      ◆▶
```

9 **Press the [OK] key.**

10 **Press ◁ or ▷ and select "Extension" or "Outside".**

```
Select Line:      ◆▶/OK
 Extension [Outside]
```

11 **Press the [OK] key.**

12 **Press the [User Tools] key.**

The machine returns to standby display.

PSTN Access Number

Use this setting to save having to enter a pause after the PSTN access number when dialing. When you program an access number, a pause is automatically added as soon as that number is pressed. For example, if you register "0" as the PSTN Access Number, a pause will be inserted automatically after dialing "0".

Limitation

❒ This function does not work when using On Hook mode or when dialing from an external telephone.

Note

❒ After you have registered PSTN access number, select the line to PABX on User Parameters (Switch 13 Bit 0).

❒ PSTN access numbers can be up to 2 digits long.

To register an PSTN access number, perform the following procedure.

1 **Press the [User Tools] key.**

```
User Tools:
1.Counter           ◆▶
```

2 **Press ◁ or ▷ until " 2. Fax Features " is displayed.**

```
User Tools:
2.Fax Features      ◆▶
```

3 **Press the [OK] key.**

4 **Press ◁ or ▷ until " 4. Key Op. Tools " is displayed.**

```
Fax Features:
4.Key Op. Tools     ◆▶
```

5 **Press the [OK] key.**

6 **Press [2][2][2][2].**

```
Enter Key Op. Code
[****]              /OK
```

7 **Press the [OK] key.**

8 **Press ◁ or ▷ until " 12. PSTN Access No. " is displayed.**

```
Key Op. Tools:
12.PSTN Access No.  ◆▶
```

9 **Press the [OK] key.**

10 **Enter the PSTN access number (1 or 2-digits) with the number keys.**

If you make a mistake, press the [Clear/Stop] key and try again.

```
PSTN Access No.:    /OK
[0]
```

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11 **Press the [OK] key.**

12 **Press the [User Tools] key to return to the standby display.**

Memory File Transfer

If the machine cannot print out a received message, you can send all messages currently stored in memory to another fax machine and have them printed out there (for example, when toner is empty, paper has run out, or the printing function is out of order). All messages in memory including Memory-locked messages can be sent to another fax machine. Use this function when you are in an urgent situation.

Note

- ❒ Even if a transmission error occurs, messages are not resent.
- ❒ All documents are not erased from memory regardless of whether forwarding was successful or not.
- ❒ Details of the forwarding operation are not printed in the Journal.

To transfer all of the messages currently stored in memory, perform the following procedure.

1 **Press the [User Tools] key.**

```
User Tools:
1.Counter                    ◆▶
```

2 **Press ◁ or ▷ until " 2. Fax Features " is displayed.**

```
User Tools:
2.Fax Features               ◆▶
```

3 **Press the [OK] key.**

4 **Press ◁ or ▷ until "4. Key Op. Tools" is displayed.**

```
Fax Features:
4.Key Op. Tools              ◆▶
```

5 **Press the [OK] key.**

6 **Press [2][2][2][2].**

```
Enter Key Op. Code
[****]                       /OK
```

7 **Press the [OK] key.**

8 **Press ◁ or ▷ to display "13. Mem. File Trans.".**

```
Key Op. Tools:
13.Mem.File Trans.           ◆▶
```

9 **Press the [OK] key.**

If no files are available, "No Files Exist" is displayed.

10 **Enter the transfer destination's fax number with the number keys.**

11 **Press the [Start] key.**

File transfer starts.

Once file transfer has finished, the machine returns to standby display.

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Margin Adjust

If image positioning needs to be adjusted slightly, adjust the margins for the appropriate tray (the main paper tray, the optional paper tray unit, or the bypass tray).

- You can adjust the margins in 13 steps up or down, left or right.
- You can adjust the position of the printed image in 0.5 mm steps.

To adjust margins, perform the following procedure.

1 Press the [User Tools] key.

```
User Tools:
1.Counter                    ◆▶
```

2 Press ◁ or ▷ until " 2. Fax Features " is displayed.

```
User Tools:
2.Fax Features               ◆▶
```

3 Press the [OK] key.

4 Press ◁ or ▷ until " 4. Key Op. Tools " is displayed.

```
Fax Features:
4.Key Op. Tools              ◆▶
```

5 Press the [OK] key.

6 Press [2][2][2][2].

```
Enter Key Op. Code
[****]                       /OK
```

7 Press the [OK] key.

8 Press ◁ or ▷ until "14. Margin Adjust" is displayed.

```
Key Op. Tools:
14.Margin Adjust             ◆▶
```

9 Press the [OK] key.

10 Press ◁ or ▷ to display the tray you want to adjust the margins for.

```
Margin Adjust:
1.Tray 1                     ◆▶
```

Note

❒ The optional Tray Unit is displayed as "Tray 2", and the bypass tray as "Bypass".

11 Press the [OK] key.

12 Press ◁ or ▷ and select "1. Top Margin" or "2. Left Margin".

```
Tray  1:
1.Top Margin                 ◆▶
```

Note

❒ You can view the margins by using ◁ or ▷ to select "3. Test Print", and then press the [OK] key.

13 Press the [OK] key.

14 Press ◁ or ▷ and adjust the margins.

Press the ◁ key to move the arrow (▼) to the left and reduce the image.

Press the ▷ key to move the arrow (▼) to the right and enlarge the image.

```
Tray  1:Top                  ◆▶/OK
 -                  ▼              +
```

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15 **Press the [OK] key.**

The margins are set.

If you want to adjust a margin for the same tray, repeat the process from step 12. If you want to adjust a margin for another tray, press the [Cancel] key, and then repeat the procedure from step 10.

16 **Press the [User Tools] key.**

The machine returns to standby display.

RDS (Remote Diagnostic System)

If your machine has a problem, a service representative can perform various diagnostic tasks over the telephone line from the service station to try to find out what is wrong with your machine. The service representative can also use RDS to change some of your machine's settings if you request it.

1 **Press the [User Tools] key.**

```
User Tools:
1.Counter                    ◆▶
```

2 **Press ◁ or ▷ until "2. Fax Features" is displayed.**

```
User Tools:
2.Fax Features               ◆▶
```

3 **Press the [OK] key.**

4 **Press ◁ or ▷ until "4. Key Op. Tools" is displayed.**

```
Fax Features:
4.Key Op. Tools              ◆▶
```

5 **Press the [OK] key.**

6 **Press [2][2][2][2].**

```
Enter Key Op. Code
[****]                       /OK
```

7 **Press the [OK] key.**

8 **Press ◁ or ▷ until "15. RDS On/Off" is displayed.**

```
Key Op. Tools:
15.RDS On/Off                ◆▶
```

9 **Press the [OK] key.**

10 **Press ◁ or ▷ and select "On" or "Off".**

```
RDS On/Off:                  ◆▶/OK
 [On]   Off
```

11 **Press the [OK] key.**

12 **Press the [User Tools] key to return to the standby display.**

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8. Solving Operation Problems

Printing the Help List

Press the 【**Help**】 key and 【**Start**】 key to print a copy of the Help List which contains brief descriptions about the following features:

- Immediate/Memory Transmission
- Canceling Memory Transmission
- Programming/Clearing Quick Dials
- Printing lists of Quick Dials and User Function keys
- Programming/Clearing Speed Dials
- Printing the Speed Dial List
- Printing the Journal
- Printing the Quick Dial Key Label and User Function Key Label

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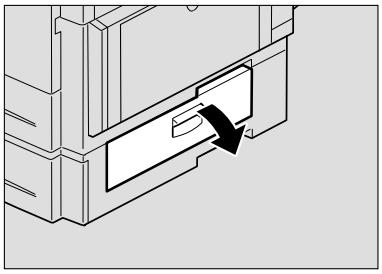
Clearing a Copy, Fax or Print Jam

Clearing a Copy, Fax, or Print Jam in the Optional Paper Tray Unit

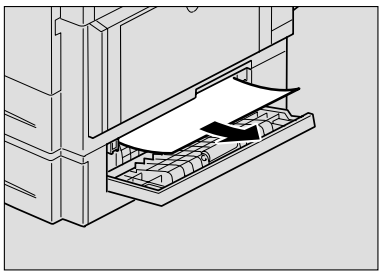
To clear jams in the optional paper tray unit, perform the following procedure.

1 **Open the lower right cover.**



ZFWH330E

2 **Pull the jammed paper out slowly.**



ZFWH340E

3 **Close the lower right cover making sure it clicks firmly into place.**

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Reading Reports

Error Report

An error report is printed when a message could not be successfully sent or received.

Possible causes include a problem with your machine or noise on the telephone line . If an error occurs during transmission, re-send the original. If an error occurs during reception, ask the sender to re-send the message.

Note

- ❒ If the error happens frequently, contact your service representative.
- ❒ The "Page" column gives the total number of pages. The "Page Not Sent" column gives the number of pages that were not sent or received successfully.

Power Failure Report

Even if the power switch is turned off, the contents of the machine's memory (for example, programmed numbers) will not be lost. However, if power is lost for a certain period of time through the power switch being turned off, a power cut or the power cable being removed, contents of the Fax memory will be lost. Lost items will include any fax messages stored in memory using Memory Transmission or Reception.

If a file has been deleted from memory, a Power Failure Report is automatically printed as soon as power is restored. This report can be used to identify lost files. If a memory stored for Memory Transmission was lost, re-send it. If a message received by Memory Reception or Substitute Reception was lost, ask the sender to re-send it.

Important

- ❒ Make sure that 100% is shown on the Fax standby display before you turn off the power switch or you unplug the power cord. Fax files programed in memory will be deleted 12 hours or more after you turn off the power switch or you unplug the power cord. The storage time might be shorter if the surrounding temperature is low or the machine has been on for less than a week.
- ❒ Fax files programmed in memory will not be deleted while the optional memory card is installed. When you install the memory card to the machine, make sure that 100% is shown on the display and turn off the power switch.
- ❒ Right after a power failure, the internal battery needs to be sufficiently recharged to guard against future data loss. Please keep the machine plugged in and the main power switch on for about one week after the power loss occurs.

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RDS (Remote Diagnostic System)

If your machine has a problem, a service representative can perform various diagnostic tasks over the telephone line from the service station to try to find out what is wrong with your machine. The service representative can also use RDS to change some of your machine's settings if you request it.

9. Maintaining Your Machine

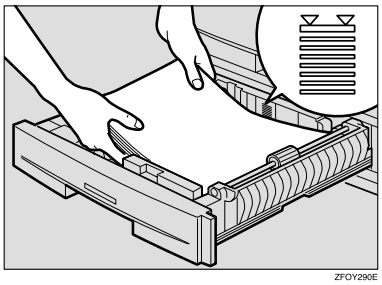
Loading paper in the Optional Paper Tray Unit

1 **Make sure that the optional paper tray unit is not being used.**

2 **Pull out the paper tray until it stops.**

3 **While pinching the release lever, adjust the back fence and side fences.**

4 **Push the metal plate down, and then square the paper and load it in the tray.**



ZFOY290E

Important

- ❒ If paper is left in the paper tray and then you add paper, a misfeed might occur.
- ❒ Do not stack paper over the limit mark. Load paper so that the paper touches the right side of the tray, or misfeeds might occur.

Note

- ❒ Shuffle the paper before loading it in the tray.
- ❒ If the paper is curled, load the paper up side down.

5 **Readjust the back fence and side fences.**

Important

- ❒ When loading small quantities of paper, be careful not to squeeze in the side fence too much or paper will not be fed properly.

6 **Push the paper tray in until it stops.**

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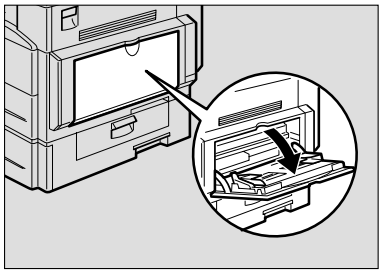
Loading paper in the Bypass Tray

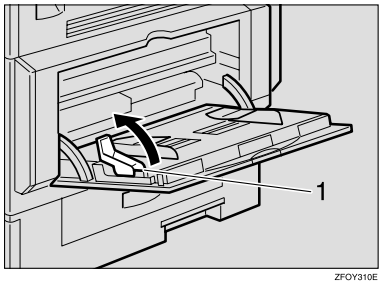
The following procedure describes how to load paper in the bypass tray.

1 **Open the bypass tray.**



ZFWH520E

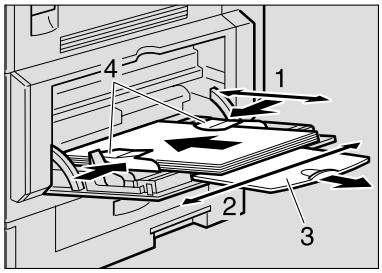
2 **Push up the paper guide release lever.**



ZFOY310E

1. **Paper guide release lever**

3 **Gently insert the copy paper face down and adjust the paper guides.**



ZFOY250E

1. **Horizontal size**

2. **Vertical size**

3. **Extender**

4. **Paper guides**

Important

❒ If the guides are not flush with the copy paper, a skew image or paper misfeeds might occur.

Note

❒ Set the direction of the paper to ▭.

❒ Swing out the extender to support paper sizes larger than A4▭, $8^1/_2$" × 14"▭.

❒ Fan paper to get air between the sheets and avoid a multi-sheet feed.

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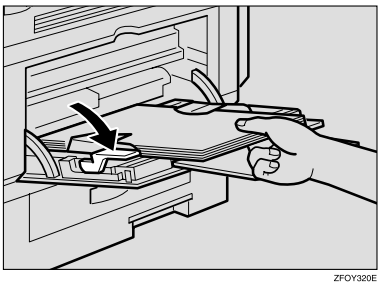
4 **Push down the paper guide release lever.**



ZFOY320E

Note

- If you set A4, $8^1/_2$" × 14" or larger paper, hold the edge of the paper and push down the paper guide release lever.
- If you do not push down the paper guide release lever, a misfeed might occur.
- You can specify the type of paper used for the bypass tray. See p.63 "Changing the Paper Type for Bypass Tray".

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Changing the Paper Size in the Main Paper Tray

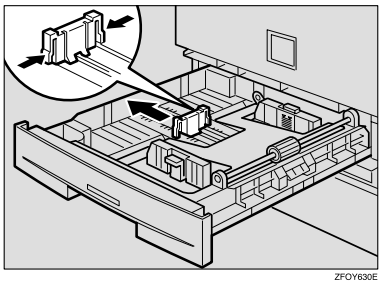
1 **Make sure that the paper tray is not being used.**

2 **Pull out the paper tray until it stops.**

Note

❒ Remove any remaining paper.

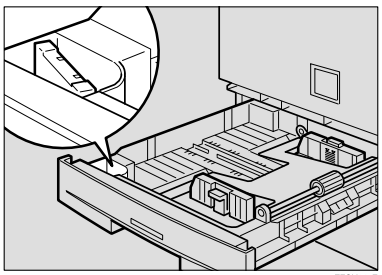
3 **Adjust the back fence.**



ZFOY630E

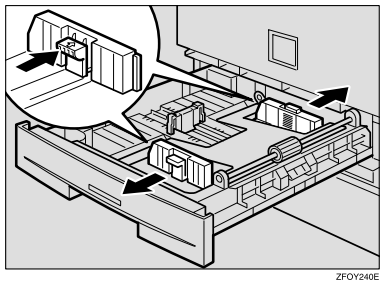
Note

❒ When you load A4□ paper, place the back fence in the corner pocket on the left.



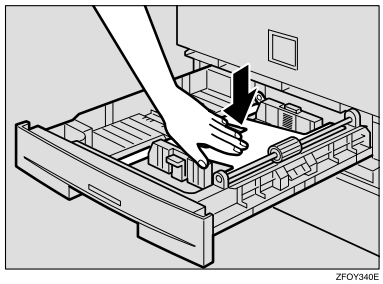
ZFOY640E

4 **While pressing the release lever, adjust the side fences.**



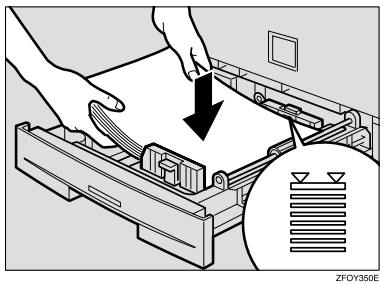
ZFOY240E

5 **Push the metal plate down.**



ZFOY340E

6 **Square the paper and load it in the tray.**



ZFOY350E

Important

❒ Do not stack paper over the limit mark.

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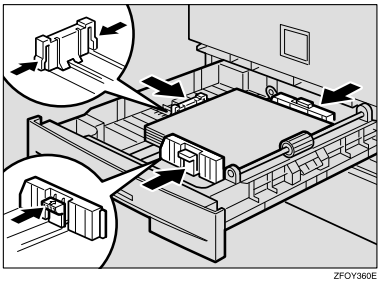
7 **Adjust the side and back fences to the new paper size.**



ZFOY360E

Important

❒ When setting small quantities of paper, be careful not to squeeze in the side fence too much or paper will not be fed properly.

8 **Push the paper tray in until it stops.**

9 **Before you can use it, you must change the paper size setting for this tray using "Tray Paper Size " function. See p.62 "Changing the Paper Size Setting".**

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Changing the Paper Size in the Optional Paper Tray Unit

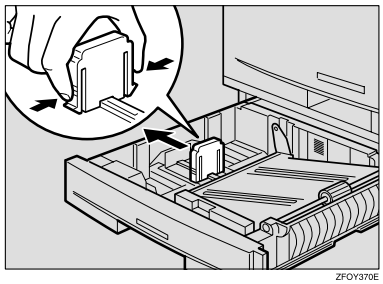
1 **Make sure that the paper tray is not being used.**

2 **Pull out the paper tray until it stops.**

Note

❒ Remove any remaining paper.

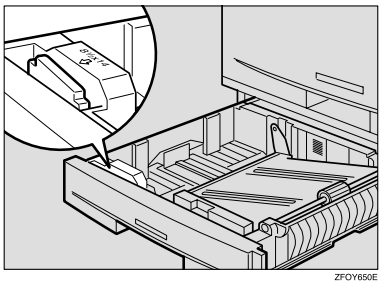
3 **Adjust the back fence.**



ZFOY370E

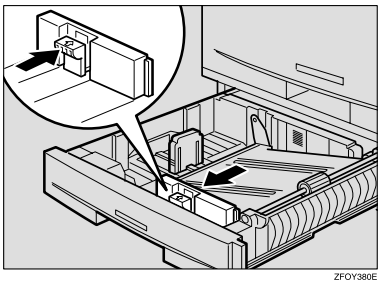
Note

❒ When you load $8^1/_4$" × 14"□ or $8^1/_2$" × 14"□ paper, place the back fence in the corner pocket on the left.



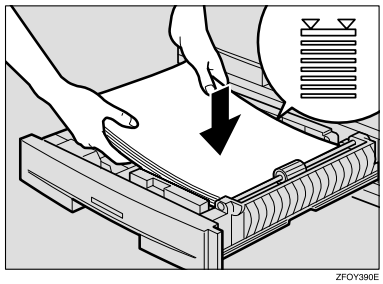
ZFOY650E

4 **While pressing the release lever, adjust the side fences.**



ZFOY380E

5 **Push the metal plate down, and then square the paper and load it in the tray.**



ZFOY390E

Important

❒ Do not stack paper over the limit mark.

❒ Load paper so that the paper touches the right side of the tray, or misfeeds might occur.

Note

❒ Shuffle the paper before loading it in the tray.

9

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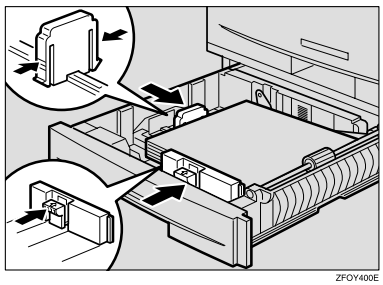
6 **Adjust the side and back fences to the new paper size.**



ZFOY400E

Important

❒ When loading small quantities of paper, be careful not to squeeze in the side fence too much or paper will not be fed properly.

7 **Push the paper tray in until it stops.**

8 **Before you can use it, you must change the paper size setting for this tray using "Tray Paper Size " function. See p.62 "Changing the Paper Size Setting".**

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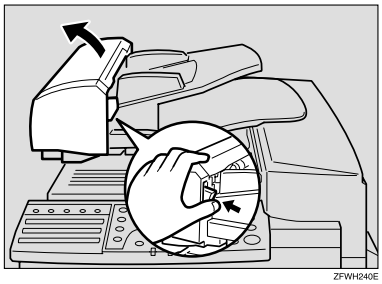
Cleaning the Scanner

To maintain the machine, clean the scanner regularly.

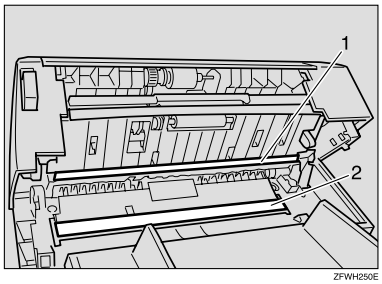
1 **While pushing the release button, open the ADF unit.**



ZFWH240E

2 **Wipe the white strip (1) and exposure glass (2).**

Use a soft dry cloth. If dirt is hard to remove, wipe with a well-wrung damp cloth, then wipe dry with a soft, dry cloth.



ZFWH250E

3 **Close the ADF unit making sure it clicks firmly into place.**

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Replacing the ADF Maintenance Kit

In order to ensure maximum performance of your fax machine, the ADF Maintenance Kit is provided. You can replace the ADF Maintenance Kit after approximately 45,000 originals have been scanned with the ADF. You need to replace the ADF Maintenance Kit when you are prompted to do so by a message on the display:

```
Change ADF Maintenance
Kit                  /OK
```

Follow the procedure below to replace the ADF Maintenance Kit.

Note

- If your service representative is responsible for performing this operation, this message will not appear.
- If you do not have an ADF Maintenance Kit when you are prompted to replace the ADF Maintenance Kit, or if you do not have time to perform the maintenance at that time, at step 3 below, select "No", and then press the 【OK】 key to return to the standby display so you can continue using the fax machine. However, after you scan an additional 100 originals with the ADF, you will be prompted once again to replace the ADF Maintenance Kit.
- After "Change ADF Maintenance Kit" message appears in the display, you can continue to send fax messages and perform other operations.

1 A message on the display prompts you to replace the ADF Maintenance Kit when it is time for replacement.

```
Change ADF Maintenance
Kit                  /OK
```

2 Press the 【OK】 key.

```
Change Now?:      ◀▶/OK
 [Yes] No
```

3 Make sure that "Yes" is selected, and then press the 【OK】 key.

Note

- If you want to replace the ADF Maintenance Kit later, press ◁ or ▷ to select "No", and then press the 【OK】 key. If you replace the ADF Maintenance kit when "Change ADF Maintenance Kit" message is not displayed, you must reset the ADF counter. See p.69 "Resetting the ADF Counter"

```
Please Replace Kit
Then Press OK
```

4 To replace the ADF Maintenance Kit, follow the instructions in "Replacing the ADF Maintenance Kit" supplied with the ADF Maintenance Kit.

5 Press the 【OK】 key.

The ADF counter is reset automatically.

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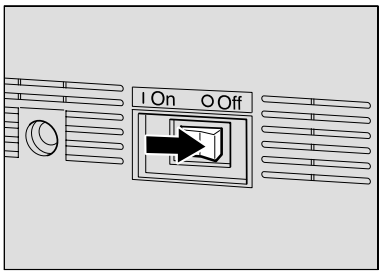
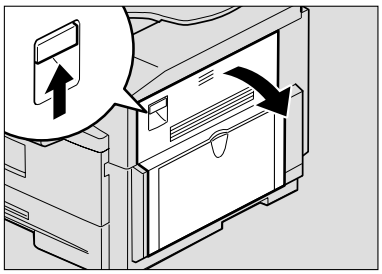
Replacing the Photo Conductor Unit (PCU)

1 **Turn Off the Power Switch.**



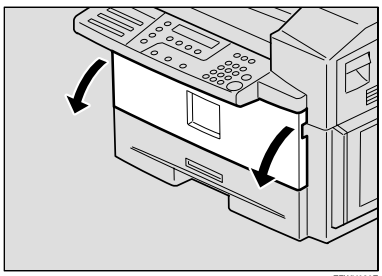
ZFWH350E

2 **Open the right cover.**



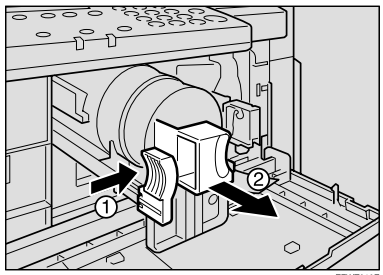
ZFWH290E

3 **Open the front cover.**



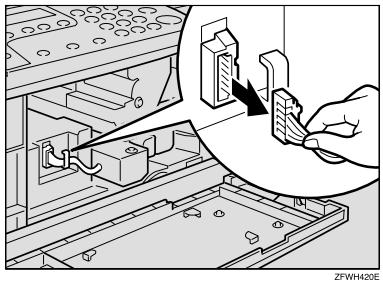
ZFWH030E

4 **Push the lever (①) and pull out the toner cassette holding ① and ②.**



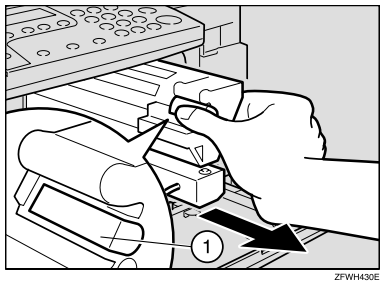
ZFWT010E

5 **Take the cord off the hook and remove the connector.**



ZFWH420E

6 **Pull the PCU while pushing ①.**



ZFWH430E

Note

❒ If the PCU can not be pulled, make sure the right cover is opened.

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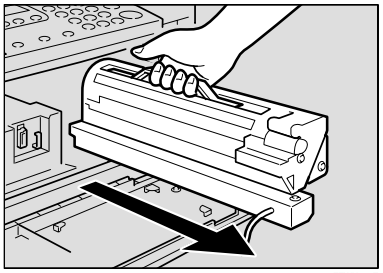
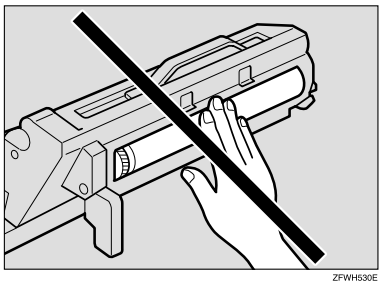
7 **Pull out the PCU holding the handle.**



ZFWH440E

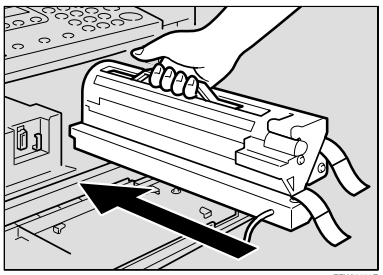
8 **Take out the new PCU from the box and remove the black paper.**



ZFWH530E

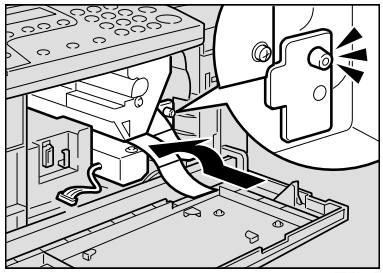
Do not touch the blue part.

9 **Insert the new PCU.**



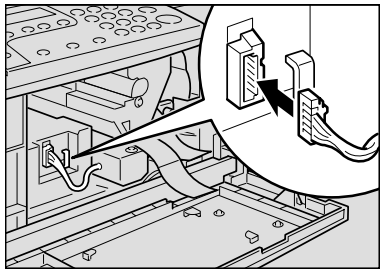
ZFWH450E

10 **Push the PCU until it locks into place.**



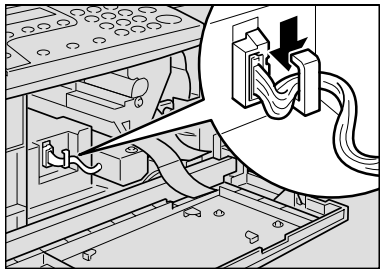
ZFWH460E

11 **Insert the connector.**



ZFWH470E

12 **Place the cord on the hook.**



ZFWH480E

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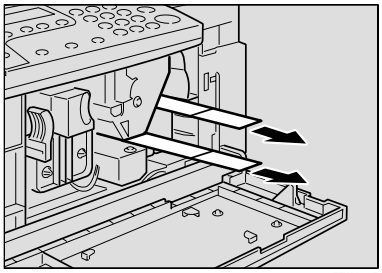
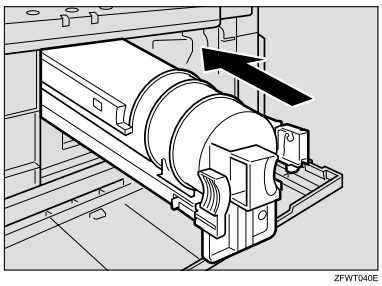
13 **Pull the two red tags to remove the plastic strips.**



ZFWH040E

14 **Return the toner cassette.**

Push the toner cassette until it locks into place.



ZFWT040E

15 **Close the right cover and front cover.**

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Replacing the Toner Cassette

⚠ ***WARNING:***

- ***Do not incinerate spilled toner or used toner. Toner dust might ignite when exposed to an open flame.***
- ***Dispose of the used toner cartridge in accordance with the local regulations.***

⚠ ***CAUTION:***

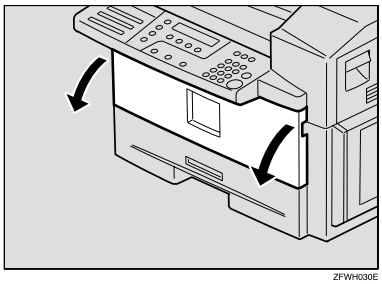
- *Keep toner (used or unused) and toner cartridge out of the reach of children.*

Note

❒ When the Add Toner indicator (🖷) starts to blink, the toner cartridge is almost empty. You will make 50 more copies before you have to change the toner cassette.

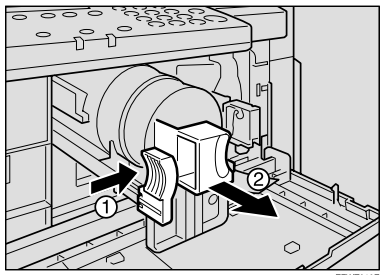
❒ When the Add Toner indicator (🖷) remains lit, it is time to install a new toner cassette.

1 **Open the front cover.**



ZFWH030E

2 **Push the lever (①) and pull out the old toner cassette holding ① and ②.**



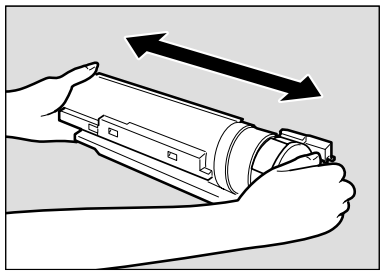
ZFWT010E

Important

❒ Do not incinerate waste toner. Toner dust may ignite suddenly when exposed to an open flame.

3 **Prepare the new toner cassette.**

Hold the cassette horizontally and shake it gently from side to side a few times.



ZFWT020E

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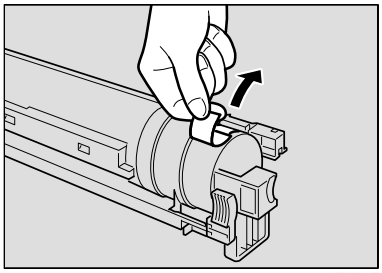
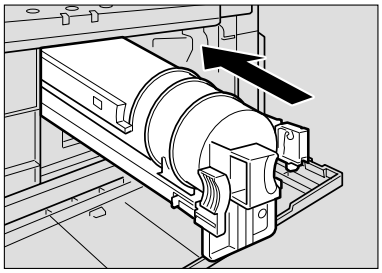
4 **Remove the tape from the toner cassette.**



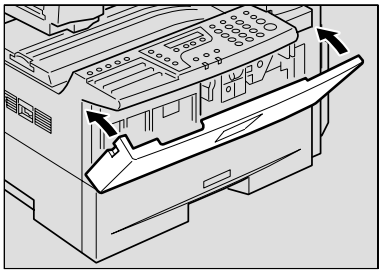
ZFWT030E

5 **Replace the toner cassette and make sure it locks securely into place.**



ZFWT040E

6 **Close the front cover.**



ZFWH050E

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Toner Cassette Storage

⚠ ***WARNING:***

- ***Do not incinerate spilled toner or used toner. Toner dust might ignite when exposed to an open flame.***
- ***Dispose of the used toner cartridge in accordance with the local regulations.***

⚠ ***CAUTION:***

- *Keep toner (used or unused) and toner cartridge out of the reach of children.*

- Store in a cool, dark place.
- Never store where they may be exposed to heat.
- Keep out of the reach of children.
- Do not eat toner.
- Do not lay heavy objects on toner cassette.
- Do not incinerate toner or toner containers. Toner dust may cause flashback when exposed to an open flame.

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10. Installation

Before Installation

Before installing your machine, read the safety instructions at the beginning of this manual. To install the machine, follow these procedures:

① Find a suitable location for the machine.

② Remove all the pieces of tape attached to the machine.

③ Open the front cover and remove the tapes from a toner cassette and a photo conductor unit.

④ Attach the accessories and load the paper in the paper tray.

⑤ Connect the power. (See p.123 “Connecting the Power and Switching On”.)

⑥ Connect the phone line. (See p.124 “Connecting to a Telephone Line”.)

⑦ Enter all necessary information and settings in your machine's memory. See p.41 “Registering”, <*Basic Features*>.

For details, see the "Before You Use This Machine" manual.

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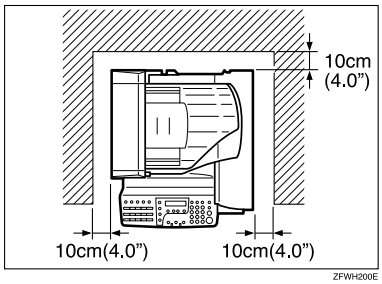
Machine Environment

When choosing a location for your machine, please follow the safety instructions given in the first section.

Location

For the best possible performance, install your machine in a place which satisfies the following conditions:

- Not exposed to direct sunlight
- Level
- Not subject to vibrations
- Away from other electronic equipment, to avoid interference
- Away from areas containing corrosive gas
- Dust-free
- Condensation-free
- Temperature 15 to 25°C (59 to 77°F)
- Humidity 30 to 70 % RH (do not install near a humidifier)
- Away from heaters and air conditioners, to avoid sudden changes in temperature
- With the clearance as shown



ZFWH200E

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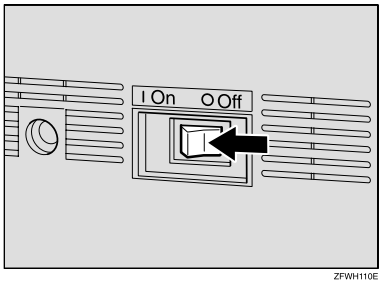
Connecting the Power and Switching On

⚠ ***WARNING:***

- ***Connect the power cord directly into a wall outlet and never use an extension cord.***

1 **Plug in the cable to the outlet.**

2 **Turn the power switch on.**



ZFWH110E

Important

- ❒ The supply from the wall outlet must not fluctuate more than 10V either side of 115V.
- ❒ The power cord should not be laid in a place where it might trip somebody.
- ❒ Do not lay anything on the power cord.
- ❒ If you must use an extension cord, make sure that it is capable of carrying 115V/7A, and that your facsimile terminal is the only piece of equipment connected to that cord.

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Connecting to a Telephone Line and an External Telephone

Connecting to a Telephone Line

Following the instructions for connecting it to a telephone line.

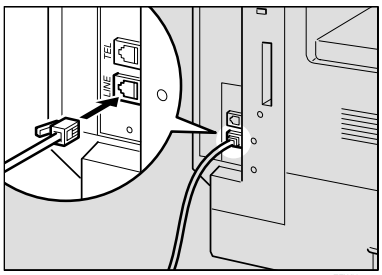
There are similar sockets located at the rear of the machine.

- TEL: For the optional handset or an external telephone
- LINE: Telephone line connection

Important

❒ By law in the United States, you must program your phone number identification (your OWN FAX NUMBER) into your machine before you can connect the public phone system. See p.41 "Own Name/Fax Header/Own Fax Number", *<Basic Features>*.

1 Insert the line cable into the socket labeled "LINE".

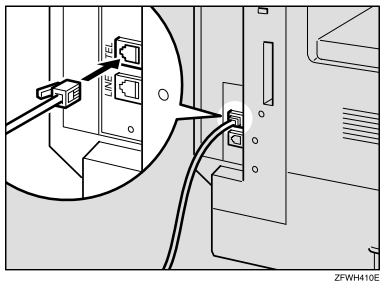


ZFWH100

2 Connect the other end of the line cable to your telephone line.

Connecting an External Telephone

1 Plug the handset jack into the "TEL" socket at the rear of the machine.



ZFWH410E

10

11. Appendix

Specifications

Base Machine

❖ **Power Supply**
115V, 60 Hz

❖ **Power Consumption**

Mode	Standard	With Option
Energy Saver Mode	1.2W and lower	10W and lower
Standby Mode	15W and lower	20W and lower
Transmission	25W and lower	30W and lower
Reception	400W and lower	400W and lower
Copying	400W and lower	400W and lower
Maximum	1000W and lower	1000W and lower

❖ **Noise Emission**
Sound Power Level

	Mainframe Only
During Printing	60.8 (dB)
Standby	38.1 (dB)

Sound Pressure Level [*1]

	Mainframe Only
During Printing	57.6 (dB)

The above measurements made in accordance with ISO 7779 are actual value.
[*1] It is measured at the position of the operator.

❖ **Protocol:**
G3

❖ **Memory Capacity**

- Standard: 240 pages/ITU-T #1 test original (Slerexe letter) at standard resolution
- With optional 40Mbyte memory card: 1500 pages

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❖ **Resolution:**
- Standard: 8×3.85 lines/mm
- Detail: 8×7.7 lines/mm
- Fine: 8×15.4 lines/mm

❖ **Transmission Time:**
3 seconds at 28,800bps, Standard resolution

❖ **Data Compression Method:**
MH, MR, MMR, JBIG

❖ **Maximum Original Size:**
216×600mm / 8.5″×23.7″

❖ **Maximum Scanning length:**
600mm (23.7″)

❖ **Available Scanning Width:**
210mm (8.3″)

❖ **Print Process:**
Printing on standard paper using a laser

❖ **Transmission Speed:**
33,600/31,200/28,800/26,400/24,000/21,600/19,200/16,800/14,400/12,000/9,600/7,200/4,800/2,400bps (auto shift down system)

Available Options

❖ **Memory Card (40MB)**
Increases memory capacity.

❖ **Paper Tray Unit**
Holds 500 sheets of paper.

❖ **Handset (Handset Type 1018)**
This permits voice communication.

❖ **Printer Controller**
Enables the machine to be connected to a personal computer and used as a printer. Furthermore, if you also install the optional Network Interface Board, the machine can be connected to a LAN environment and used as a network printer.

Note

❒ For details, see the optional Printer manual.

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Originals

Make sure your originals are completely dry before placing them in the machine. Originals containing wet ink or correcting fluid will mark the scanner and affect the resulting image.

Note

❒ Even if an original is correctly placed in the Document Feeder, a margin of 3mm to 5mm (0.1″ to 0.2″) around each edge of the original may not be sent.

❒ There may be a difference in the size of the image when it is printed at the other party uses different sized paper.

Sizes and weights of Recommended Originals

Where Original is Placed	Acceptable Original Size	Maximum Number of Sheets	Paper Thickness
Document Feeder (ADF)	Fax transmission: A5 ▭ ▯ to A4 ▭, $5^1/_2$" × $8^1/_2$" ▭ ▯ to $8^1/_2$"×14″ ▭	50 sheets (80g/m², 20 lb)	52–105g/m² (45–90kg, 14-28 lb)

Originals unsuitable for the Document Feeder (ADF)

Do not set the following types of originals in the Document Feeder because they may be damaged.

- Originals containing staples or clips
- Perforated or torn originals
- Curled, folded, or creased originals
- Pasted originals
- Originals with any kind of coating, such as thermosensitive paper, art paper, aluminum foil, carbon paper, or conductive paper
- Originals with index tabs, tags, or other projecting parts
- Sticky originals, such as translucent paper
- Thin and soft originals
- Originals of inappropriate weight
- Originals in bound form, such as books
- Transparent originals, such as OHP transparencies or translucent paper

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Paper

Recommended Paper Sizes and Types

The following limitations apply to each tray:

		Paper sizes		Paper weight	Paper capacity
Main Paper Tray		A4⬓, A5⬒, 8 1/2" × 11"⬓, 5 1/2" × 8 1/2"⬒ **Note** ❒ You can specify the paper size with the user tools. See p.62 "Changing the Paper Size Setting".		60 – 90g/m², 16 – 24 lb	250 sheets *1
Paper tray unit (option)		A4⬓, 8 1/2" × 14"⬓, 8 1/2" × 13"⬓, 8 1/4" × 14"⬓, 8 1/4" × 13"⬓, 8 1/2" × 11"⬓ **Note** ❒ You can specify the paper size with the user tools. See p.62 "Changing the Paper Size Setting".		60 – 90g/m², 16 – 24 lb	500 sheets *1
Bypass tray	Standard sizes	A4⬓ , A5⬒⬓, 8 1/2" × 11"⬓, 5 1/2" × 8 1/2"⬒⬓, 8 1/2" × 14"⬓, 8" × 13"⬓, 8 1/2" × 13"⬓, 8 1/4" × 13"⬓, 8 1/4" × 14"⬓ **Note** ❒ You can specify the paper size. See p.62 "Changing the Paper Size Setting"		60 – 157g/m², 16– 42 lb	100 sheets *1
	Custom sizes	Metric version	Vertical: 90 – 216mm Horizontal: 140 – 356mm		
		Inch version	Vertical: 3.5" – 8.5" Horizontal: 5.5" – 14"		
		Envelopes: Com#10 Env (104.8 × 241.3mm, 4 1/8" × 9 1/2"), CA Env (162 × 229mm, 6.38" × 9.02"), C6 Env (114 × 162mm, 4.49" × 6.38"), DL Env (110 × 220mm, 4.33" × 8.66"), Monarch Env (98.4 × 190.5mm, 3 7/8" × 7 1/2")		72 – 90g/m², 19 – 24 lb	10 sheets
		Translucent paper (A4⬓), OHP transparencies		–	10 sheets
		postcards			10 sheets
		Adhesive labels (A4⬓)			1 sheet

*1 Paper weight: 80g/m², 20 lb

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Non-recommended Paper

⚠ ***CAUTION:***

- *Do not use aluminum foil, carbon paper, or similar conductive paper to avoid a fire or machine failure.*

Important

❒ Do not use any of the following kinds of paper or a fault might occur.

- Thermal fax paper
- Art paper
- Aluminum foil
- Carbon paper
- Conductive paper

❒ Do not use copy paper that has been already copied on. Otherwise, a paper misfeed might occur.

Note

❒ Do not use any of the following kinds of paper or a misfeed might occur.

- Bent, folded, or creased paper
- Damp paper
- Torn paper
- Slippery paper
- Perforated paper
- Rough paper
- Thin paper that has low stiffness
- Paper with much paper dust on its surface

❒ If you make copies on rough grain paper, the copy image might be blurred.

❒ Do not use envelopes in the following conditions.

- damp
- excessively curled or twisted
- stuck together
- damaged in any way
- with stamps attached
- with windows, holes, perforations, cutouts or embossing
- with metal clasps, string ties or metal folding bars
- designed to be interlocked
- with nicked edges or bent corners
- with rough, wrinkled or laid finishes
- with any exposed adhesive, when the flap is in the sealed or closed position

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Paper Storage

Note

❒ When storing paper, the following precautions should always be followed:
- Do not store paper where it will be exposed to direct sunlight.
- Avoid storing paper in humid areas (humidity: 70% or less).
- Store on a flat surface.

❒ Keep open reams of paper in the package, and store as you would unopened paper.

❒ Under high temperature and high humidity, or low temperature and low humidity conditions, store paper in a plastic bag.

Energy Saving

Introduction

When your fax machine prints fax messages, it uses heat to fix the image on paper. This heat is generated using a heating roller which must be hot enough to fuse toner to the paper properly. Because keeping the roller hot all the time consumes electricity, this machine is provided with an Energy Saving mode in which the heating roller is heated to full temperature only when a message needs to be printed.

Two available types of Energy Saving mode are shown in the table below.

Energy Saving mode	Machine status in Energy Saving mode	How long before you can print after exiting Energy Saving mode	Power consumption in Energy Saving Mode
Fax Standby (Heater half- cool)	Display turns off. The machine maintains the heating roller temperature at half the full temperature; warm up takes less time.	Within about 30 seconds	40 W
Energy Saving Standby (Heater off)	Display turns off . The machine lets the heating roller cool to room temperature; warm-up takes longer.	Within about 40 seconds	1.2W

Values vary according to options installed and settings of the User Parameters.

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In Fax Standby mode, letting the heating roller cool to room temperature will reduce the amount of electricity the fax machine consumes. However, the fax machine will not print incoming messages right away, it will store them in memory and print them out after the roller warms up.

In Energy Saving Standby mode, letting the heating roller cool halfway reduces the amount of electricity the fax machine consumes, but not as much as letting it cool to room temperature. On the other hand, since warming up takes only a short time, incoming fax messages can be printed right away.

Note

❒ When the machine is in Energy Saving mode, the display goes blank.

❒ You can still send fax messages while the machine is in Energy Saving mode.

❒ The Manual Receive indicator goes out in Energy Saving mode even if Manual Receive is turned on.

❒ Even though the operation panel display goes out in Energy Saving mode, indicators that flash or light during communication or reception still work. When the Receive File indicator lights, exit Energy Saving mode and take appropriate action.

Entering Energy Saving mode

The machine enters Energy Saving mode when:

- Nobody uses the machine for about 5 minutes.
- The user holds down the **【Energy Saver/Clear Modes】** key for about 2 seconds.

Note

❒ If you want to change the five minute period to one or three minutes, or if you do not want your machine to enter the Energy Saving mode automatically, please contact your service representative.

❒ Energy Saving mode cannot be entered when an original is placed.

Exiting Energy Saving mode

Your machine exits Energy Saving mode when a fax is received.

To exit Energy Saving mode manually:

- In Energy Saving Standby mode, press the **【Energy Saver/Clear Modes】** key.
- In Fax Standby mode, press any key.
- Place an original.
- Pick up the external telephone handset.
- Pull out the main paper tray.
- Open the front cover.
- Open the right cover.
- Open the lower right cover of the optional paper tray unit.

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Selecting the Energy Saving mode type

To select the Energy Saving mode type, adjust the bit switch below with the User Parameters. See p.85 “User Parameters” (switch 05, bit 6).

❖ **Switch 05 Bit 6**

- Energy Saving Standby: To let the heating roller cool to room temperature, set bit 6 to 0.
- Fax Standby: To let the heating roller cool halfway set bit 6 to 1.

Reception in Energy Saving mode

Once in Energy Saving mode, you can still receive messages. When a message is received, the machine prints it and returns to Energy Saving mode.

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Maximum Values

The following list contains the maximum value for each item.

Item	Standard	With Optional Memory Card
Memory	3MB	40MB
The number of pages that you can store in memory (Using A4 size Standard <ITU-T #1Chart, Resolution: Standard, Original Type: Text >)	240	1500
Total number of Memory Transmission files	100	100
The number of pages per file	500	1500
The number of pages for all files	500	1500
The number of destinations you can specify for one file	140	140
The number of destinations you can specify for all files	300	300
The number of Quick Dials you can register	30	30
The number of Speed Dials you can register	50	50
The number of Group Dials you can register	5	5
The number of destinations you can specify by the number keys	69	69
The number of destinations you can register in a group	140	140
The number of destinations you can register in all groups	149	149
The number of personal codes you can register	30	30
The number of digits for Dials	254	254

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Advanced Transmission Features

Functions selectable with the 【Trans. Option】 key are as follows.

Function name	Description	Reference
Send Later	Sets the machine to automatically start transmission or polling reception at an appointed time.	p.3 “Sending at a Specific Time (Send Later)”
Fax Header Print	You can add a Fax Header (e.g. registered name) to the message you send so it appears on the message printed by the receiving machine.	p.5 “Fax Header Print”
Sending Confidential Messages	Sends a confidential message. It will not be printed until the confidential ID is entered.	p.6 “Sending Confidential Messages”
Polling Reception	Use this function if you want to poll a message from another terminal.	p.9 “Calling to Request a Message (Polling Reception)”

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Job Information

Functions selectable with the 【Job Information】 key are as follows.

Function name	Description	Reference
Canceling Transmission or Reception	This function cancels a file (reservation) for Memory Transmission or Polling Reception.	p.13 “Canceling Transmission or Reception”
Printing the File List	The transmission file list can be manually printed. This list allows you to know what files are stored in memory and the file numbers.	p.14 “Printing a List of Files in Memory (Print File List)”
Printing a Stored Message	Prints the contents of a fax that is stored in memory and has not been sent yet.	p.15 “Printing a Stored Message (Print TX File)”
Printing a Confidential Fax Message	Prints messages received with the confidential reception function.	p.16 “Printing a Confidential Fax Message”
Printing a Memory-locked Message	The Memory-locked messages can be manually printed.To print the messages, you have to enter the Memory Lock ID.	p.17 “Printing a Memory-locked Message”
Printing the Journal	The Journal can be manually printed. This report shows the results of the last 50 communications.	p.18 “Printing the Journal”

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User Tools

Function name	Description	Reference
Register/Delete Quick Dial	When you register a destination in a Quick Dial, you can specify the destination by only pressing the Quick Dial key.	p.46 "Quick Dial", <*Basic Features*>
Register/Delete Speed Dial	When you register a destination in a Speed Dial, you can specify the destination by entering the two-digit Speed Dial code after pressing the Speed Dial key.	p.52 "Speed Dial", <*Basic Features*>
Register/Delete Group Dial	If you program several destinations into a Group, you can dial with just a few keystrokes.	p.57 "Groups", <*Basic Features*>
Programs	Changes key stroke program names and deletes key stroke programs.	p.46 "Programs"
Auto Document	Registers and deletes Auto Documents.	p.49 "Storing an Often Used Document (Auto Document)"
Assigning User Function Keys	Stores a frequently used function in a User Function Key (【F1】 to 【F5】).	p.53 "User Function Keys"
Reports/Lists	This function allows you to print various reports and lists manually. You can print the following reports and lists: • Journal • Transmission File List • Quick Dial list • Speed Dial list • Group Dial list • Quick Dial Label • Program List • Auto Document • User Function List	p.56 "Printing Reports/Lists"
Monitor Volume	Adjusts the volume of monitoring and beeper sounds from the speaker inside the machine.	p.70 "Adjusting Volume", <*Basic Features*>
Display Contrast	Adjust the brightness of the display.	p.59 "Adjusting the Display Contrast"

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Function name	Description	Reference
Date/Time	Adjusts the date and the time as a reference.	p.60 "Setting the Date and Time"
Reception Mode	The machine can treat incoming fax messages and telephone calls in two ways.	p.39 "Reception Modes", <*Basic Features*>
Setting the Auto Ring Time	You can alter the number of rings by changing the Auto Ring Time.	p.61 "Setting the Auto Ring Time"
Fax Information	Registers your Own Name, Fax Header and Own Fax Number.	p.41 "Own Name/Fax Header/Own Fax Number", <*Basic Features*>
Changing the paper size setting	Explains how to change paper size setting.	p.62 "Changing the Paper Size Setting"
Changing the paper type for bypass tray	Explains how to set paper type for the bypass tray.	p.63 "Changing the Paper Type for Bypass Tray"
Fax Reset Timer	You can select a period of time before this machine automatically returns to the standby display.	p.64 "Setting the Fax Reset Timer"
On Hook Timeout	You can select a period before the machine cancels the On Hook Dial mode.	p.65 "On Hook Timeout"
Selecting the Display Language	Explains how to change the language for messages shown on display, lists and reports.	p.66 "Selecting the Display Language"

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Key Operator Tools

Function name	Description	Reference
Resetting the ADF Counter	Explains how to reset the ADF counter.	p.69 “Resetting the ADF Counter”
Authorized Reception	Allows you to limit receiving of fax messages to Specified Senders that your register on your fax machine. All fax messages from other than Specified Senders are not received, thus preventing you from receiving junk fax messages.	p.70 “Authorized Reception”
Memory Lock	All received messages are stored in memory and are not automatically printed.	p.72 “Memory Lock”
Specified Tray	Allows you to have messages from Specified Senders printed from a different tray. This item is available only after the optional Second Paper Cassette has been installed.	p.74 “Specified Tray”
Forwarding	Transfers received messages to a registered receiver (forwarding destination).	p.76 “Forwarding”
Energy Save Timer	Allows you to have the fax switch off and on at specified times to save energy.	p.83 “Energy Save Timer”
Changing User Parameters	Allows you to change the function settings to meet your needs.	p.85 “User Parameters”
Printing User Parameter List	Allows you to print and check User Parameter settings.	p.90 “Printing the User Parameter List”
Personal Code	Personal Code is used for Restricted Access. When turn the Restricted Access on, users must enter the Personal Code in order to transmit originals.	p.91 “Personal Codes”
ID Code	Registers the ID required for using Polling Reception and Memory Lock.	p.94 “ID Code”
Line Type	Allows you to match the fax machine to the type of line you use: a tone line or a pulse line.	p.96 “Line Type”

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Function name	Description	Reference
Select Line	Allows you to select an internal G3 communication line or external telephone line for your fax machine.	p.96 “Select Line”
PSTN Access Number	Allows you to specify the code used to access an outside line when dialing.	p.97 “PSTN Access Number”
Memory File Transfer	You can send all messages currently stored in memory to another fax and have them printed out there.	p.98 “Memory File Transfer”
Margin Adjust	Allows you to adjust paper settings when you receive fax messages that are blank or partially missing.	p.99 “Margin Adjust”
RDS On/Off	Allows you to switch on RDS (Remote Diagnostic system) to a service representative can test your fax machine remotely from a service station, diagnose the problem, and can change your machine settings to correct the problem.	p.100 “RDS (Remote Diagnostic System)”

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